 Missouri Department of Natural Resources Administrative Policies and Procedures		
Chapter 5 Employee Benefits		
Workers' Compensation Policy	Effective date	Revised
Number: 5.09	November 15, 2002	December 21, 2005

The Department of Natural Resources is committed to maintaining a skilled workforce and assisting in the recovery of employees who are injured or contract an occupational disease in the course and scope of state employment.

All employees of the Department of Natural Resources are protected by Workers' Compensation that provides benefits for a person who is injured while performing work-related duties. This includes part time and seasonal employees. Coverage begins the first minute an employee is on the job and continues while the employee is working.

To foster recovery, an early return to work program may be available upon the recommendation of the treating physician.

If medical treatment is required, you or your employer should contact 1-800-624-2354 (or 1-800-735-2966 for the hearing impaired) 24-hours a day for the name of an authorized medical care provider in your area prior to seeking treatment.

If the injury is life threatening, go to the nearest hospital emergency room

REFERENCES

RSMo 287 Workers' Compensation Law


Missouri Office of Administration, Central Accident Reporting Office 1-888-622-7694
Or <https://oa.mo.gov/general-services/risk-management/workers-compensation-caro>

Missouri Department of Labor and Industrial Relations Division of Workers Compensation
Employee Hotline: 1-800-775-2667 Employer Hotline: 1-888-837-6069

U.S. Department of Labor, Division of Workers' Compensation's Employee Hotline
1-800-776-COMP

Other DNR policies

Alcohol, Drug and Smoke-free Work Environment 3.07
Family and Medical Leave Act 5.03
Temporary Modified Duty 5.10

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DEFINITIONS

Official domicile: normal work location

Workers' Compensation: Benefits payable to an employee without regard to liability in the case of injury, disability or death as the result of occupational hazards.

Temporary modified duty: An employee's regular work assignment modified to meet the employee's temporary health restrictions delineated by the treating physician.

Treating physician: The physician selected or approved by the Office of Administration's Central Accident Reporting Office under the provisions of the Workers' Compensation Act.

GENERAL PROVISIONS

The Central Accident Reporting Office (CARO) in the Office of Administration administers the Workers' Compensation program for state agencies including approval and denial of benefits.

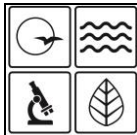
A poster providing information about the provisions of the Workers' Compensation Law and how they pertain to both employers and employees will be posted in every office.

Workers' Compensation provides three kinds of benefits: medical care for the work related injury, compensation for the time the doctor says the employee is unable to work because of the injury (temporary total disability) and compensation for a permanent disability. The law also provides coverage for occupational diseases that arise out of and in the course of employment.

Workers' Compensation is available to all department staff, including part-time and seasonal staff. It may also be available for volunteers with the department. If a volunteer is selected in a process similar to our regular employees; are under the control of the department, supervised, and assigned work tasks considered normal for the business of the department, he/she maybe covered by Workers' Compensation.

Workers' Compensation and Family and Medical Leave Act (FMLA) related leave may run concurrently for serious health conditions.

Questions or issues that arise over Workers' Compensation should be discussed first with the Human Resources Program and the Central Accident Reporting Office.



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Medical treatment

An employee is entitled to receive medical treatment to cure and relieve the effects of a work-related injury and does not have to pay for that treatment. This includes physician's fees, hospital costs, lab tests, X-rays, pharmacy charges, and prosthetic devices. All treatment must be at an approved facility, unless the situation is an emergency or prior approval is received from the Central Accident Reporting Office (CARO). If surgery (other than emergency) is necessary, CARO must provide approval before surgery.

If an employee seeks treatment or an opinion at a facility of his/her own choice, that CARO has not approved, it may be at his/her own expense.

Workers' Compensation and travel

The fact that an employee is injured while traveling in a state car alone is not a significant factor in determination of workers' compensation coverage.


Below you will find an example of situations and the likely outcome in regard to Workers' Compensation coverage.

Travel from and to	Coverage by Workers' Compensation
Home to official domicile	Not covered by Workers' Compensation
Home to job site	Workers' Compensation protection
Official domicile to home	Not covered by Workers' Compensation
Official domicile to job site	Workers' Compensation protection
Job site to official domicile	Workers' Compensation protection
Job site to home	Workers' Compensation protection

Temporary total disability

Temporary total disability is financial compensation for the time the treating physician says the employee is unable to work because of the injury. Payments are based on lost wages. These benefits cease when the physician releases the employee to return to work. Upon return, employees must provide a statement from the treating physician releasing them to normal duties without restrictions.

Rehabilitation services are also covered under Workers' Compensation. Usually this is limited to physical therapy, but should the employee be unable to return to work, he or she may be eligible for retraining and vocational rehabilitation.

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Permanent disability

When an injured employee reaches the maximum amount of medical improvement, if any permanent disability results, additional compensation may be due.

Temporary modified duty

The temporary modified duty option is available to all employees. For non-work related injuries, the maximum duration of temporary modified duty is 180 days. Refer to the policy and procedures for temporary modified duty for more information on how to implement an early return to work program.

The treating physician of an employee under Workers' Compensation may recommend an early return to work for the employee with temporary modified duties according to temporary restrictions outlined by the treating physician. For these situations, the treating physician determines the duration of the temporary modified duty. The employee may only work the time specified by the physician. Refer to the policy and procedures for temporary modified duty for more information on how to implement an early return to work program.

Forfeiture of benefits and compensation

Workers' Compensation benefits may be reduced for injuries sustained in conjunction with the use of alcohol or controlled, nonprescribed drugs. Benefits may be forfeited if it is shown that the use of alcohol or controlled, nonprescribed drugs was the proximate cause of the injury.


Benefits may be reduced where the injury is caused by the willful failure of the employee to use safety devices or follow established safety rules.

Employees will forfeit benefits or compensation otherwise payable for injuries sustained while participating in a voluntary recreational activity or program unless the employee:

- was directly ordered by DNR to participate in such recreational activity or program;
- was paid wages or travel expenses while participating in such recreational activity or program; or
- sustained injury from such recreational activity or program on DNR property (owned or leased) due to an unsafe condition and his or her participation in the activity and condition of the premises were known by the department and it failed to curtail the activity or program or cure the unsafe condition

Appeal of Workers' Compensation decisions

In the event of denial of benefits by CARO, employees have the right to proceed with the claim under the provisions of Section 287.430 RSMo. For assistance contact the Division of Workers'

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Compensation's employee toll-free information line at 800-775-2667 to discuss the issue with an information specialist.

Questions regarding this policy should be referred to the DNR Human Resources Program, Missouri Office of Administration Central Accident Reporting Office or the Missouri Department of Labor and Industrial Relations Division of Workers' Compensation.